

C-O-N-F-I-D-E-N-T-I-A-L

T/I/M-27
7 September 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Minutes of the Twenty-seventh Meeting, 31 August 1965

Members or Their Representatives Present

NSA -
CIA -
DIA -
STATE -
CSS -

[Redacted box]

Others Present

None

1. The Team continued its deliberations on the subject-modifier structure. An attempt was made at the expanded adaptation of the COSATI Subject Category List. This resulted in substantial modification of the Team's Science & Technology category which will be reflected in the next draft.

2. In view of the fact that the subject-modifier structure now appears adequate for content control purposes, it was decided that an index of terms used in the subject headings and scope notes should be attempted. Mr. Whipp was assigned this responsibility.

3. [Redacted] indicated that [Redacted] and he would attempt to develop a code for the structure. It was decided that a mnemonic or brevity code appeared most promising since it would minimize the need for look-up, look-up tables etc. in applying the code to documents.

4. [Redacted] will undertake a write-up presenting the subject modifier system: its purposes, development, design concept, structure etc. [Redacted]

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Group 1
Excluded from automatic
downgrading and
declassification.

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25X1 will prepare a similar treatment of the area structure. Both [redacted] 25X1
[redacted] will prepare the final draft on the structure and assign codes
25X1 after the subject-modifier code is received from [redacted]
[redacted] will prepare a summary of our findings in response to tasks A & B
of the Terms of Reference.

5. The next meeting of the Team will be held on 15 September 1965 at
0930-1600 hours in Room 2E45 at CIA Headquarters.

[redacted] 25X1
Secretary

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